



JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees with permanent status
- ☐ Current State of New Jersey employees with permanent status
- ☒ Interested individuals who meet the stated requirements

Issue Date: January 17, 2014

Posting No.: 09-14

TITLE: Clerk Typist **SALARY:** \$26,379.86 - \$36,521.42

LOCATION: Correctional Staff Training Academy, Sea Girt NJ

JOB DESCRIPTION:

Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

REQUIREMENTS

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: Candidates are required to pass a typing proficiency test with a minimum score of 40 words per minute.

NOTE: PLEASE INCLUDE TITLE AND POSTING NUMBER IN YOUR RESPONSE. TO BE CONSIDERED, RESUMES MUST BE POSTMARKED NO LATER THAN FEBRUARY 3, 2014.

Forward Resume To: Donna Eberle, Manager, Human Resources
Regional Personnel Services, Region 6
Office of Human Resources
P.O. Box 863
Trenton, NJ 08625

Emailed resumes should be sent only to:

Natalie.Jaroni@doc.state.nj.us

The New Jersey Department of Corrections is an Equal Opportunity Employer